

AVAILABILITY

Please specify the office location in which you are interested in an internship:

☐ Washington ☐ Indianapolis

Please select your preferred internship session:

For summer internships, if you are available for both summer sessions in the Washington office, please indicate if you would prefer the first or second session. If only available for one session, please indicate which of the two sessions you are available.

<u>Internship Session</u>	<u>Application Submission Deadline</u>
<input type="checkbox"/> Winter/Spring	- November 1
<input type="checkbox"/> Summer Session One (May - July 1)	- March 10
<input type="checkbox"/> Summer Session Two (July 5 – August)	- March 10
<input type="checkbox"/> Fall	- July 1

LETTERS OF RECOMMENDATION

Applicants will need to submit two letters of recommendation as part of the application process. Please provide the contact information of these references below.

Name: _____ Title: _____

Relationship: _____ Contact Information: _____

Name: _____ Title: _____

Relationship: _____ Contact Information: _____

MATERIALS REQUIRED TO COMPLETE YOUR APPLICATION

The following should be attached to this application:

1. Essay – in 500 words or less discuss the development of both your interest in public policy and any particular legislative issues
2. A brief description of your plans after college
3. A cover letter and your current resume
4. Two letters of recommendation from someone to whom you are not related

SUBMITTING YOUR APPLICATION

Candidates who choose to send applications by mail must note that enhanced security screening methods will delay receipt of the application by up to two weeks. Express mail is also subject to delays. Only applications that are complete and received by the deadline will be considered.

Applications may be sent by mail, fax, or email to:

By Mail: U.S. Senator Dan Coats
Attention: Intern Coordinator
493 Russell Senate Office Building
Washington, DC 20510

By Fax: 202-228-1820

By E-Mail: internships@coats.senate.gov